



**STAFF SERVICES MANAGEMENT AUDITOR (SSMA) or
ASSOCIATE MANAGEMENT AUDITOR (AMA)
AUDIT DIVISION**

Permanent/Full-Time

SSMA - \$2,902.00 - \$4,363.00 ~ AMA - \$4,316.00 - \$5,247.00

FINAL FILING DATE: SEPTEMBER 12, 2006, or Until Filled

The Victim Compensation and Government Claims Board, formerly known as the Board of Control, offers an exciting opportunity for SSMA or AMA candidates. Our present location is on the mall at 630 "K" Street, outside of the Hard Rock Café. We are scheduled to move to 400 "R" Street in November of this year. To find out more about our department you can access our website at www.vcgcb.ca.gov

All staff employed at the Victim Compensation and Government Claims Board are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible to our clients. Creativity and productivity are encouraged and every effort should be made to treat others fairly, honestly and with respect.

POSITION SUMMARY:

The SSMA or AMA performs audits and reviews of the board's programs, functions and operations to ensure compliance with Government Code Section 13400 et. Seq., Staff Administrative Manual mandates, Board policy, and other statutory and regulatory requirements. The SSMA or AMA also performs reviews of alleged fraudulent, illegal and improper acts against the Victim Compensation Program, the Government Claims Program, and other Board programs. The SSMA or AMA also performs reviews of alleged improper activities of the Board's staff, Joint Powers staff, and Criminal Restitution staff. The AMA may also oversee the activities of SSMA staff. ****PLEASE NOTE: The level of duties assigned will be commensurate with the candidate selected (i.e., at either the SSMA or AMA level).****

ABILITY TO:

- Analyze data, draw sound conclusions and consider appropriate alternatives
- Communicate effectively, both orally and in writing
- Learn and apply general and specialized accounting and management auditing principles and procedures as used in State Government
- Learn and apply general and specialized techniques used in conducting investigations

DESIRABLE QUALIFICATIONS:

- Experience with computer applications and programs (Microsoft Word and Excel)
- Knowledge of VOC program operations
- Knowledge of accounting and auditing procedures
- Knowledge of investigative techniques
- Willingness to travel up to 20% of time

Conducts audits of the Victim Compensation Program's (VCP) compliance with statutes, regulations, policy and procedures and acts as lead auditor planning and coordinating the activities of subordinate staff conducting these audits. Identifies the system of internal controls and assesses the risk associated with the system of controls under review; identifies statutory, regulatory and Board policy mandates that govern the eligibility determination for and the proper reimbursement of compensation; develops and conducts test procedures necessary to determine whether the controls are in place and functioning as intended and whether risk is mitigated, and whether the VCP is in compliance with the governing mandates; drafts audit reports of the results of the audit, and makes recommendations for improvement; works with Board management to implement corrective action on system problems and monitors the change to ensure desired outcome; and reports verbal/written) the results of the review to the Audit Chief and Executive Management.

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. **POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.******

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040-300-5841/4159-00x

Conducts audits of the Board's programs, functions and operations (outside of the Victim Compensation Division) and acts as lead auditor in planning and coordinating the activities of subordinate staff conducting these audits. Identifies the system of internal controls and assesses the risk associated with the system of controls under review; works with the staff to develop the test procedures; conducts tests and provides assistance and guidance to staff carrying out the necessary procedures to determine whether the controls are in place and functioning as intended and whether risk is mitigated; drafts reports and recommendations regarding audit results; works with Board management to implement corrective action on system problems and monitors the change to ensure desired outcome; and formally reports the results to the Audit Chief and Executive Management.

Perform investigations of alleged illegal or improper activity against the Board's interests. This includes performing investigations of improper activity committed by providers, claimants, and other stakeholders of the Victim Compensation Program, Government Claims Program, and other Board programs and activities. Investigate alleged improper activity on the part of the Board's employees and employees working on Board activities through the Joint Powers Agreements and the Criminal Restitution Compact Agreements. Conduct the tests and other analytical procedures necessary to achieve established objectives; draft preliminary reports of the investigation results and any recommendations for improvement; and report the results of the investigation in writing to the Chief of Audits. Incumbent may participate in conferences with Executive Management to discuss final disposition of the investigation.

WHO MAY APPLY:

Current SSMA's or AMA's eligible for appointment (*transfers, list eligibility, reinstatements*) to either classification may apply. **In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION AND RESUME TO:

Victim Compensation and Government Claims Board
Attn: Robin Jones/Human Resources
P.O. Box 48
Sacramento, CA 95812-0048
Email: rjones1@vcgcb.ca.gov
(916) 324-3252

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